

Executive Administrative Assistant

Exciting opportunity for a highly organized and dynamic administrative professional to join a fast-growing civil and concrete company located on beautiful Nantucket. [Holdgate Partners](#) is seeking an experienced executive administrative assistant to support all aspects of the day-to-day administrative operations.

Reporting to the General Manager, the executive administrative assistant will handle general inquiries, monthly invoicing, accounts receivable, submittals, material procurement, and human resources.

The ideal candidate will be self-driven and incredibly nimble – able to successfully guide people and projects in a small-team, fast-paced environment. The assistant must be an effective communicator and agile multi-tasker. The role is best suited for someone who thrives on follow-up and follow-through. Candidates must have prior administrative experience, excellent customer service skills and a strong technology orientation; experience with Microsoft Office and Quickbooks preferred.

We offer a highly competitive compensation package and high growth potential. Housing can be provided if needed. Please submit applications to mike@holdgatepartners.com.